

California Energy Commission



CLASSIFICATION: Associate Governmental Program Analyst

TENURE: Permanent

TIME BASE: Full-Time

SALARY: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST \$4,400 - \$5,348
(Salary will be adjusted accordingly to comply with furlough program.)

LOCATION: Energy Research and Development Division

FINAL FILING DATE: March 10, 2010

DUTIES/RESPONSIBILITIES: Under the general direction of the Deputy Director, Energy Research, Development and Demonstration (RD&D) Division, the incumbent will perform a wide variety of consultative, analytical and technical assignments with a high degree of independence and in conjunction with other analysts in the management of all personnel and budgetary processes within the Division and consistent with those of the Commission. The incumbent will serve as the lead person for the development, implementation, and maintenance of the following Division administrative programs: personnel, business services, and records management. The incumbent will act as the Division's Administrative Liaison on these programs and will serve as a representative on related task forces, committees, working groups and teams; and will also participate in the Division's project and performance management activities. The AGPA will function in a demanding and changing environment, which requires the AGPA to be able to work independently, as well as, in a team capacity, while effectively maintaining a routine workload and also regularly responding to multiple short term tasks. The AGPA is required to meet internal deadlines on all assignments.

- Represent the Division with the Human Resources Management Offices of Personnel and Exams. Serve as Division Liaison to the Commission's Personnel Office when preparing and processing all Division personnel transactions, organizational charts, and review of personnel documents, and to the Commission's Examination Office concerning recruitment, training, exams schedules, exams, and exam panels. Provide assistance and reports on all personnel matters, e.g., obtaining certification lists; establishing new positions; and preparing, tracking, and updating personnel documents and spreadsheets; coordinate timing and analyze content of probation reports; track staff PA/IDPs; fill vacancies in a timely manner; coordinate staff training; and participate in the Division's overarching projects, legislative assignments and performance management processes. Independently review, analyze, and make recommendations to Division Management and the Personnel Office on Requests for Personnel Action (RPA). Review and sign all training requests for Division staff, update Division spreadsheet to reflect training by Office. Ensure compliance of personnel actions with State and Energy Commission employment, examination and administrative practices and policies.
- Work independently on the Division Operating Expenses and Equipment (OE&E) budget, including distribution of budget allotments; adjustments to Division offices; creating and maintaining various spreadsheets and tables; and preparing reports. Prepare fiscal analyses and expenditure projections and trends for management; identify potential budget deficiencies and issues; and recommend appropriate action. Coordinate Budget Management Branch assignments, which include, but are not limited to, preparation and analyses of Budget Change Proposals, Finance Letters, fiscal drills, budget plans, and budget revisions. Consult with Division managers and staff to ensure budget plan reports are timely and accurate. Collaborate

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with staff to prepare and write Budget Change Proposals, Finance Letters, and other budgetary documents. Manage, track and report on student support needs through the Commission's UC Davis and California State University contracts. Ensure that data are verified and corrections are tracked. Review and process staff requests to expend funds (e.g., major Equipment, out of state travel requests, procurement, contracts). Participate in reconciliation and preparation of tracking and trend analysis reports. May act as the point of contact for the RD&D Division concerning OE&E budgetary matters.

- Represent the Division when dealing with the Business Services Offices. Serve as Division Coordinator for all issues related to space management including: meeting State Administrative Manual requirements for staff; relocation and assignment of computers and printers, telephone and voicemail installation, reconfiguration of cubicles, and moves requiring the acquisition of professional movers, etc. Review and sign, as appropriate, all Division Form 500 requests for office supplies, equipment, and software purchases.
- Provide consultative services to management and staff, e.g., human resources management systems, reengineering workflow management (fundamental rethinking and redesign of management processes to achieve improvements in critical contemporary measures of performance and yardsticks for staff productivity, such as cost, quality, service, and speed), and efficiency improvements.
- Other duties as required consistent with the specification of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Janet Gregory
California Energy Commission
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 654-4311

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922